



DEPARTMENT OF ADMINISTRATION  
**Office of Employee Benefits**

## **Open Enrollment Ends Today!**

***Open enrollment for the 2024 calendar year ends at midnight tonight. This is your final opportunity to enroll in or make changes to your State of Rhode Island employee benefits plans for next year unless you have a [qualifying status change](#).***

## **Do You Need to Act Before Open Enrollment Ends?**

If you are satisfied with your current benefits elections and you don't want to elect a [health care flexible spending account \(FSA\)](#) or [dependent care spending account \(DCSA\)](#) for 2024, you don't need to enroll. If you don't currently have an FSA or DCSA and you do nothing, all your benefits elections, including

medical, dental, vision, life insurance, legal, and short-term disability will roll over. However, if you want to have an FSA and/or DCSA in 2024, you *must* enroll by midnight tonight.

## Important: Don't Wait Until the Last Minute to Enroll

Although the enrollment system is available until midnight tonight, the Office of Employee Benefits closes today at 4 p.m. If you need help or have benefits and enrollment questions, we will not be available to assist you after that time. Please enroll as early as possible, so that if you have any issues or questions, you will be able to reach us. We anticipate a high volume of phone calls today, so the best way to reach us is [via email](#). Just present your inquiry in this email.

## Where Can I Find More Information?

If you're looking for information about your benefits and open enrollment, check out these online resources:

- Explore the [virtual benefits fair website](#) to get plan information, watch helpful videos, and review vendor presentations.
- Visit the [Office of Employee Benefits website](#) to find the most detailed benefits information, rate charts and plan comparisons, enrollment procedures, and benefits-related forms.
- [Talk to ALEX](#), the State's interactive, online decision tool.

- Read our [General FAQs](#) or those on specific topics, including [FSAs](#), the [DCSA](#), the [HSA](#), and [beneficiary designations](#).

Enrolling with [Workterra](#) online is intuitive and convenient. However, we know that sometimes you need a little extra help. Download the [Workterra User Guide](#) for detailed instructions on using the system to complete your enrollment. If you can't log in to Workterra or need help resetting your password, call the BCBSRI State of Rhode Island Employee CARE Center at 401-429-2104 or 866-987-3705. CARE Center hours are Monday–Friday, 8 a.m. to 8 p.m., and Saturday, 8 a.m. to 12 p.m.

## When You Are Ready to Enroll...

When you are ready to make your 2024 benefits elections, follow the directions on the [Benefits Enrollment page](#) of the [Office of Employee Benefits website](#) and [enroll via Workterra](#). Please be sure to complete your enrollment before midnight tonight.

Refer to the [Workterra User Guide](#) for detailed instructions on using the system to complete your enrollment. If you can't log in to [Workterra](#) or need help resetting your password, call the BCBSRI State of Rhode Island Employee CARE Center at **401-429-2104** or **866-987-3705**. The CARE Center is open until 8 p.m. tonight.

## We Are Here to Help

If you have questions or need assistance, send us an email at [doa.oeb@doa.ri.gov](mailto:doa.oeb@doa.ri.gov) or drop us a line using our website's [feedback tool](#).

**Remember:** Our office closes today at 4 p.m., and we will not be able to answer questions or assist you after that time. Please enroll early, so that you have time to reach us if you need help.

**[Enroll today before time's up!](#)**

*(If you're going to print this email, use attached "Printing Version" for best results)*

**Office of Employee Benefits**

One Capitol Hill, 3rd Floor

Providence, RI 02908

[www.employeebenefits.ri.gov](http://www.employeebenefits.ri.gov)

Phone: (401) 574-8530

Fax: (401) 574-9281